Self-Assessment of Information Systems and Technology

The following questions will help you assess your current proficiency and identify areas of focus for your orientation plan. Please check the appropriate response for each question in the boxes provided. The three columns reflect the three levels of proficiency, and are labeled PRO= Proficient, KNOW= Knowledgeable, and AWARE.

INFORMATION SYSTEMS AND TECHNOLOGY	PRO	KNOW	AWARE
Do you have experience using a personal computer including email and the internet?	☐	☐	☐
Have you ever participated in a listserv or email discussion group for online conferencing?	☐	☐	☐
Are you familiar with Washington State laws on information privacy and public disclosure, and with the Health Insurance Portability and Accountability Act (HIPAA)?	☐	☐	☐
Are you familiar with key electronic systems available to document and track administrative and clinical public health activities such as CIMS, and VISTA?	☐	☐	☐
Do you have experience with website management and oversight?	☐	☐	☐
Do you feel you need further orientation or training on the use of computers to adequately perform your duties as public health administrator?	☐	☐	☐
Do you feel you need further orientation or training on information systems to adequately perform your duties as public health administrator?	☐	☐	☐

Please list other areas needing further orientation, if any: